



# St. Mary's Diocesan School

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## Artificial Intelligence (AI) Policy

### Mission Statement

St. Mary's Diocesan School is a Catholic Secondary School under the trusteeship of the Diocese of Meath and patronage of the Bishop of Meath. The school is committed to the development of the whole person offering equal opportunities to all to achieve their full potential in a familial Christian environment. The school aspires to an education based on high ideals and a broad curriculum, which will allow our students to confidently play their role in society.

### Aims

We aim to develop a community of learning in which each pupil's talents, physical, intellectual, and spiritual, may unfold as fully as possible in an atmosphere of openness, confidence and generosity. We seek to promote in all our students' qualities of honesty and integrity and the capacity for authentic, courageous self-expression. Our motto "In Christo Confido", inspires us to promote the emergence of reflective, articulate and committed Christians with a deep sense of their vocation to shape their world according to the values of the gospel.

### Purpose of this Policy

The purpose of this AI Policy is to support safe, ethical and responsible use of Artificial Intelligence (AI) in our school. It ensures that students, staff, and parents understand how AI may be used to enhance teaching, learning and school administration. This policy is guided by the Department of Education & Youth and Oide Technology in Education's Guidance on Artificial Intelligence in Schools (2025).

### Definition of AI and Generative AI

AI refers to machine-based systems that generate outputs such as predictions, content, or recommendations. Generative AI (GenAI) includes tools that create text, images, code, video or audio.

### Guiding Principles for AI Use

#### 1. Human agency and oversight

AI can help, but it never takes over. Teachers are always the ones making the final decisions, checking the accuracy of AI outputs, and ensuring that learning is led by humans, not machines.

#### 2. Technical robustness and safety

Any AI tool used in school must work reliably and safely. It should not cause harm, produce dangerous information, or behave unpredictably. Only trusted, appropriate tools should be used.

#### 3. Privacy and data governance (GDPR compliance)

Students' personal information must always be protected. No personal data (names, photos, schoolwork, contact details, etc.) should ever be entered into AI tools unless the system is fully compliant with GDPR. When in doubt, don't input it.

#### 4. Transparency

Everyone should know when AI is being used and how it works in a general sense. Students should be told if a task involves AI, and staff should communicate clearly about how AI tools support learning or school processes.

#### 5. Fairness and inclusion

AI must treat everyone equally. Teachers should check that AI tools are not biased and do not disadvantage any student. AI should support inclusive, accessible learning for all.

#### 6. Environmental and social wellbeing

AI uses energy and resources, so it should be used thoughtfully. If a simpler non-AI tool works just as well, it may be better for the environment and student wellbeing.

#### 7. Accountability

Clear rules help everyone use AI responsibly. Staff and students must follow the school's policies, and the school must monitor AI use, address misuse, and update guidelines when needed.

## Age Restrictions

Many GenAI tools require users to be 13, 16, or 18 years old, often with parental consent for minors.

## Acceptable Uses of AI in School

### A. Teacher Planning and Preparation

This refers to ways teachers can use AI behind the scenes to help them get ready for lessons. AI helps teachers save time and gather ideas, but teachers always review, edit, and decide what is appropriate.

AI can support teachers by:

Suggesting lesson ideas or activities

Creating draft worksheets, quizzes, or revision materials

Helping differentiate tasks for students with different needs

Summarising long documents or curriculum guidelines

Organising information and generating examples for classroom use

### B. Teaching and Learning

This covers how AI may be used in the classroom to support learning, always under teacher guidance. AI should enhance learning, not replace thinking. Students still do the real work, and teachers supervise all use.

Examples include:

Helping students brainstorm ideas for writing

Generating practice questions or vocabulary lists

Supporting inclusive learning (e.g., easier reading levels, visual supports)

Producing summaries to help students revise

Creating mind maps or organising student ideas

Providing models or examples that students can analyse — not copy

### C. School Leadership and Administration

This refers to ways AI can help the school operate more efficiently behind the scenes. AI is used to help with organisation and administration, not to make decisions about students or staff.

Examples include:

Summarising reports or policies for school leaders

Drafting newsletters or notices (reviewed by staff before sending)

Helping analyse anonymous feedback or survey results

Supporting planning documents like School Improvement Plans or Digital Learning Plans

### Prohibited Uses of AI

- Uploading personal data
- Submitting AI-generated work as original
- Generating harmful content
- Any activity violating school policies

### Student Use of AI

Students may use AI tools only when directed or permitted by their teacher. Work must be their own, with AI assistance acknowledged.

### Data Protection and Privacy

All data entered into GenAI tools must be considered public. No personal or sensitive data may be submitted.

### Safeguarding and Anti-Bullying

Misuse of AI for harassment, deepfakes, or harmful content is strictly prohibited.

### Staff Responsibilities

- Use AI ethically

- Verify AI-generated content
- Maintain human oversight

#### AI in Coursework and Assessment

AI-generated material must be acknowledged and referenced.

#### Monitoring, Review and Training

This policy will be reviewed and updated as needed.

#### Alignment with Existing School Policies

This AI Policy works alongside the Code of Behaviour, Digital Learning Plan, AUP, Data Protection Policy, Bí Cinealta policy, School Plagiarism policy, AAC policy, and Child Safeguarding Statement.